INSTITUTE OF GOVERNMENTAL STUDIES LIBRARY

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UNIVERSITY OF CALIFORNIA



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Hay Associates ..

CITY OF SAN JOSE STUDY OF NON-MANAGEMENT CLASSES.

#### PROJECT STEPS

Classification of all jobs by City Personnel team, training and review by Hay.

Ranking of non-management classes by City non-management Job Evaluation Committee, training and review by Hay.

Grouping of non-management classes into job grades.

(by Hay - based solely on the Committee's evaluations.)

\* Analysis of relationship job content to salary.

by Hay - presented to Council

Son Francisco Des 1980=



# NON-MANAGEMENT STUDY ANALYSIS OF RELATIONSHIP OF JOB CONTENT TO SALARY

#### Internal Comparisons:

All non-management classes Special analysis of

- type of job occupational group
- extent of working conditions in classes
- predominant sex of job holders
  - 1980 Salaries
  - 1970 Salaries

### External Comparisons

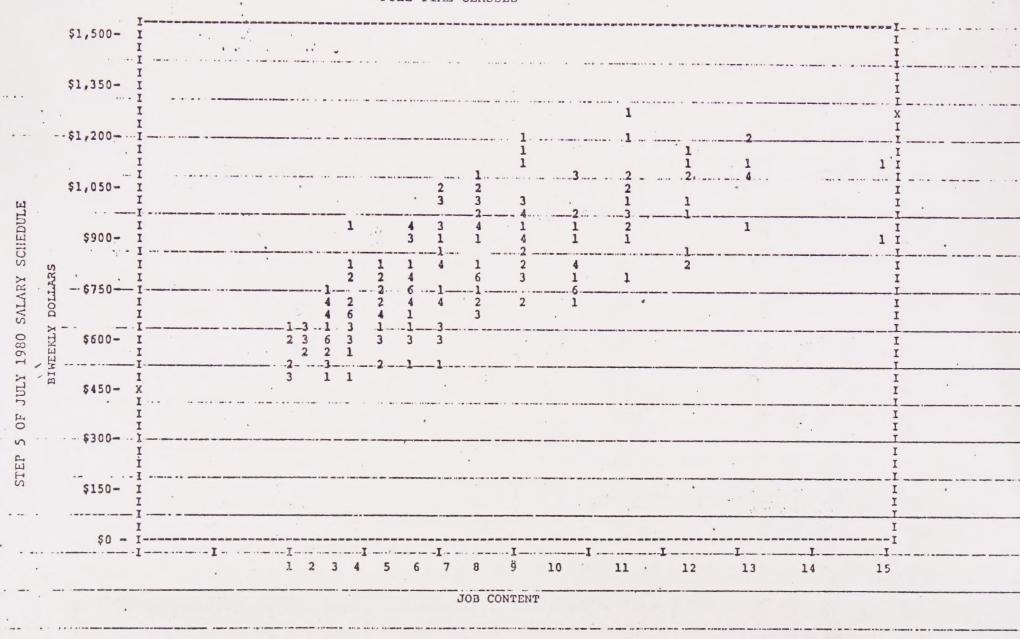
Special Public Sector Survey

(data from Employee Relations Services,

County of Santa Clara)

- type of Job occupational group
- predominant sex of Job holders
- (insufficient data for analysis of working conditions)







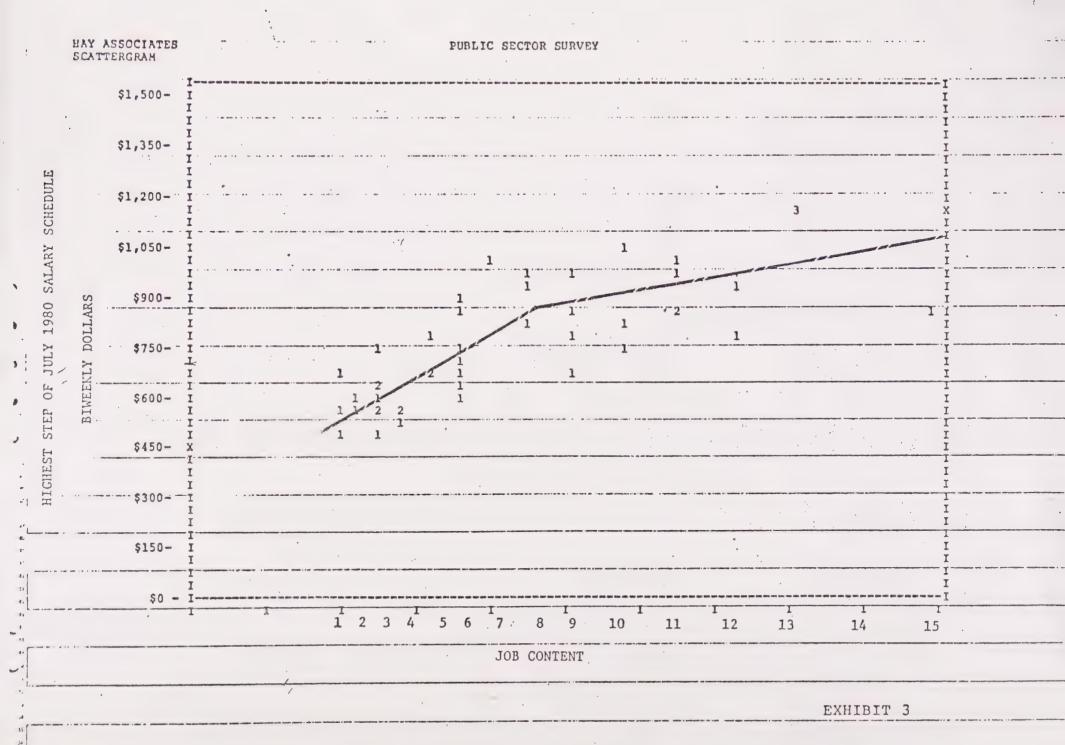
. Trend: under 250 pts.: Biweekly \$ = \$2.75xPoints + \$263

Above 250 pts.: Biweekly \$ = \$ .80xPoints + \$750 ... EXHIBIT

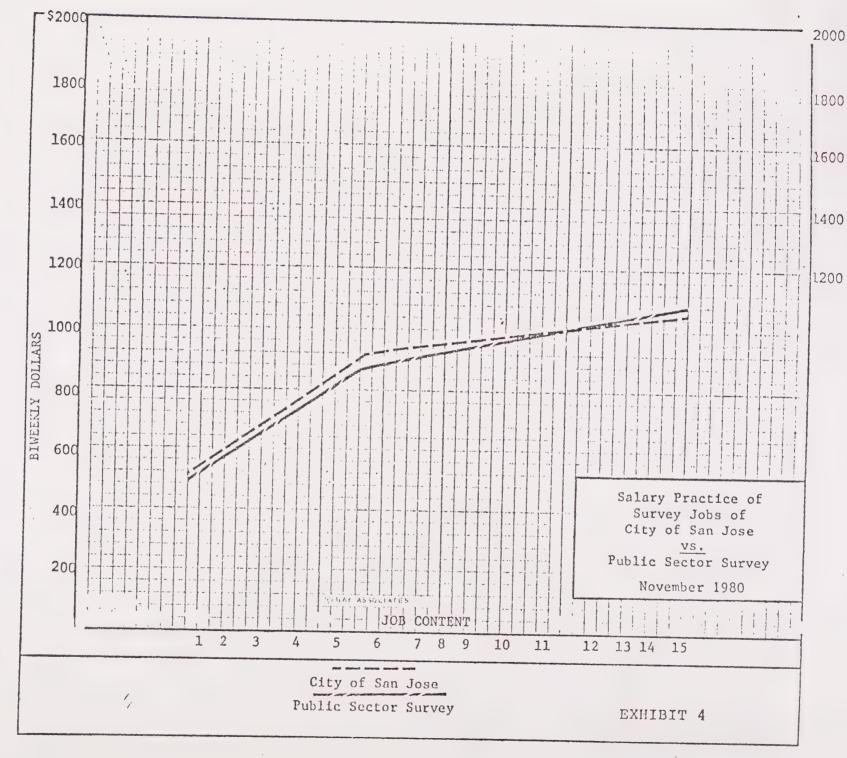
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Trend: under 250: \$2.75xPoints + \$263 .

above 250: \$ .80xPoints + \$750

EXHIBIT-5



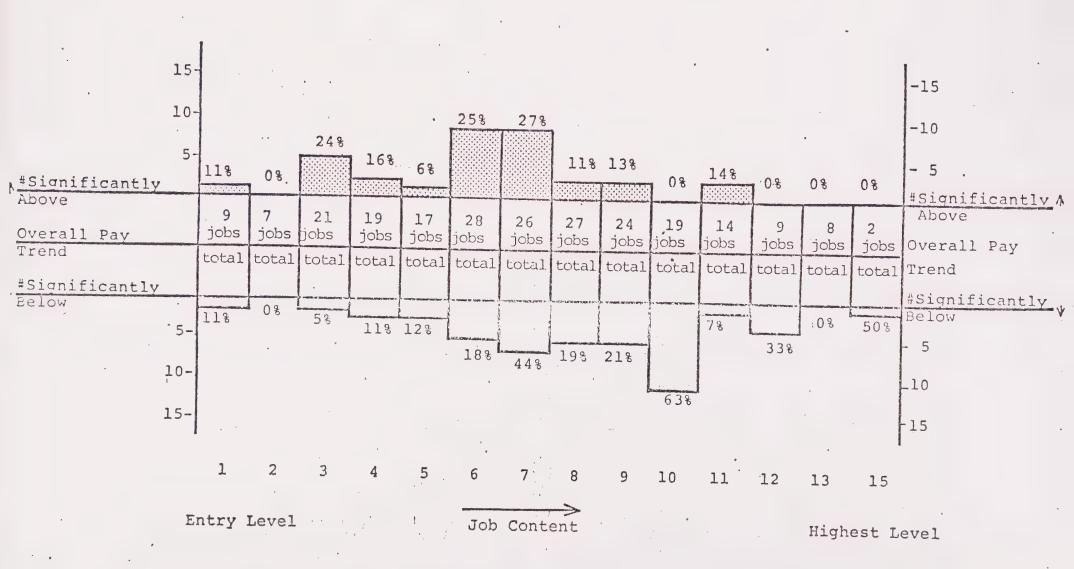
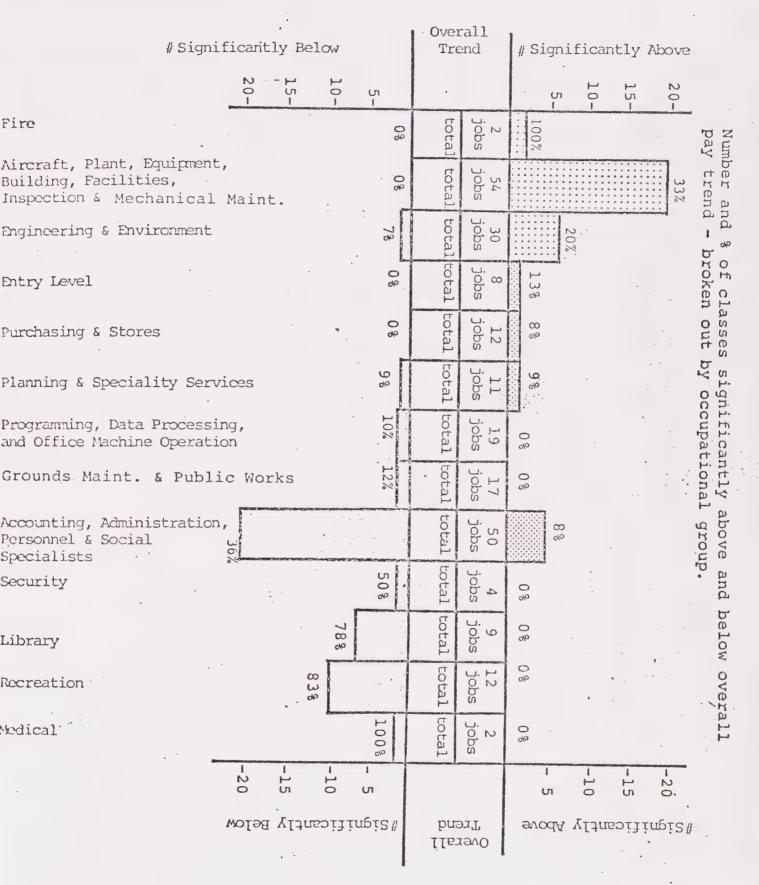
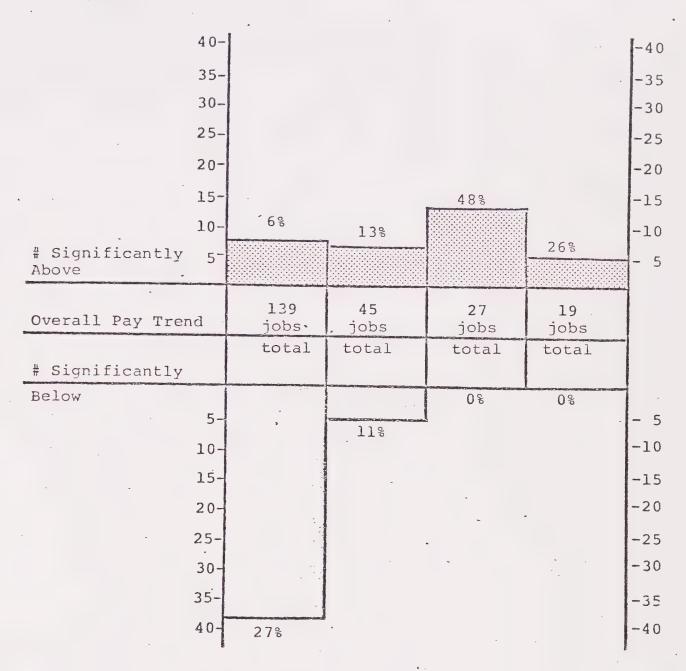


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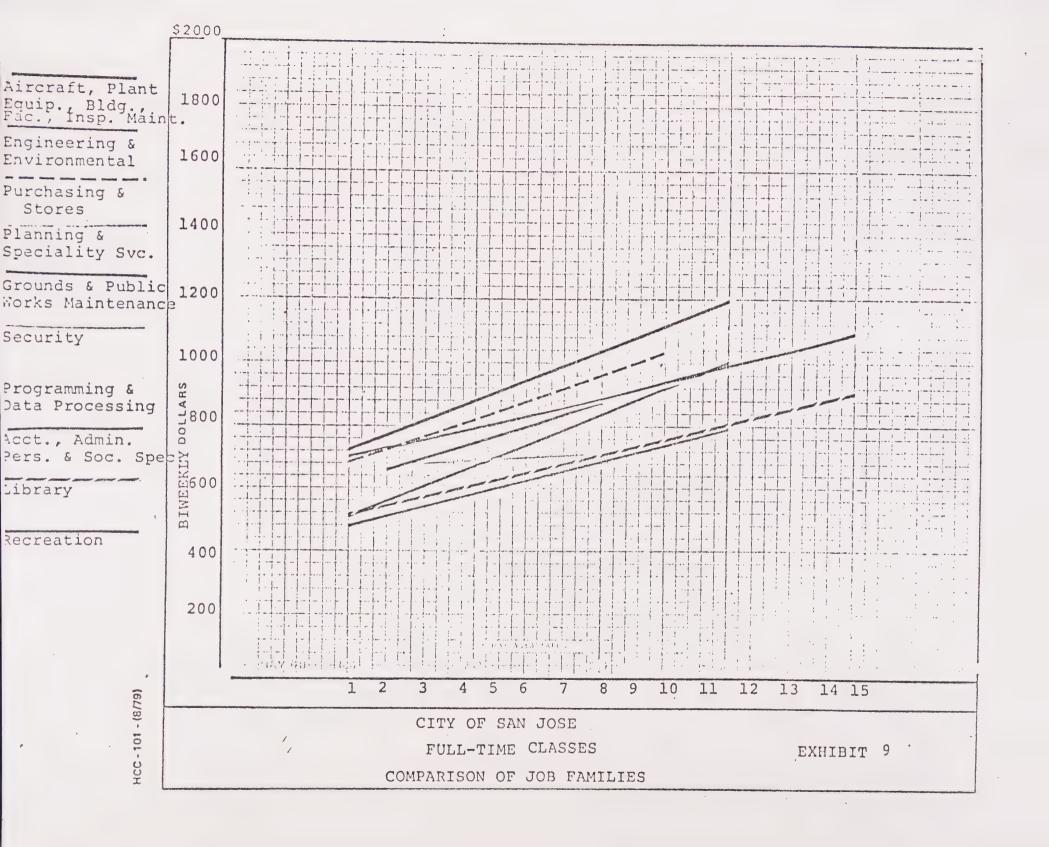


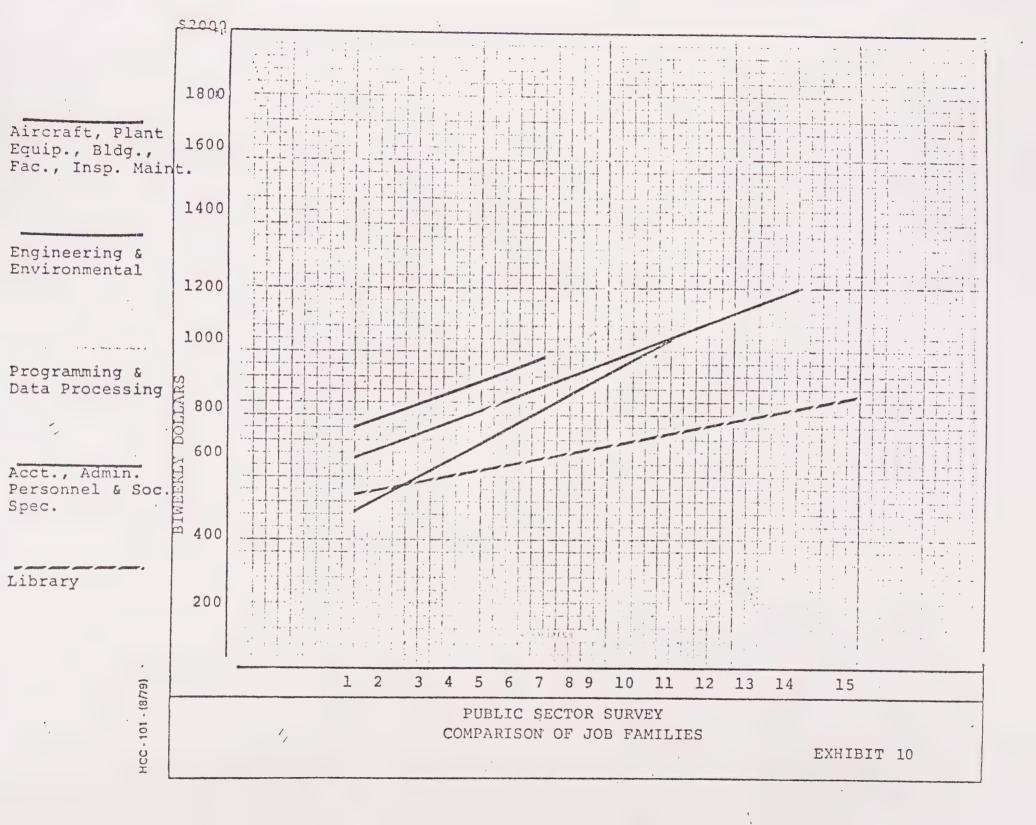
Number and % of classes significantly above and below overall pay trend - broken out by extent of working conditions in



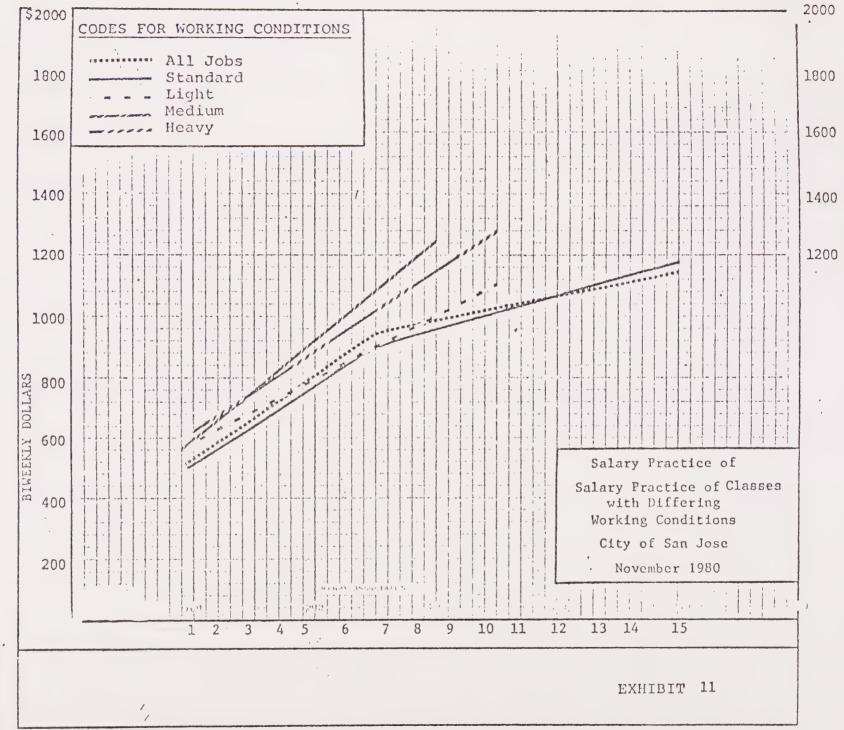
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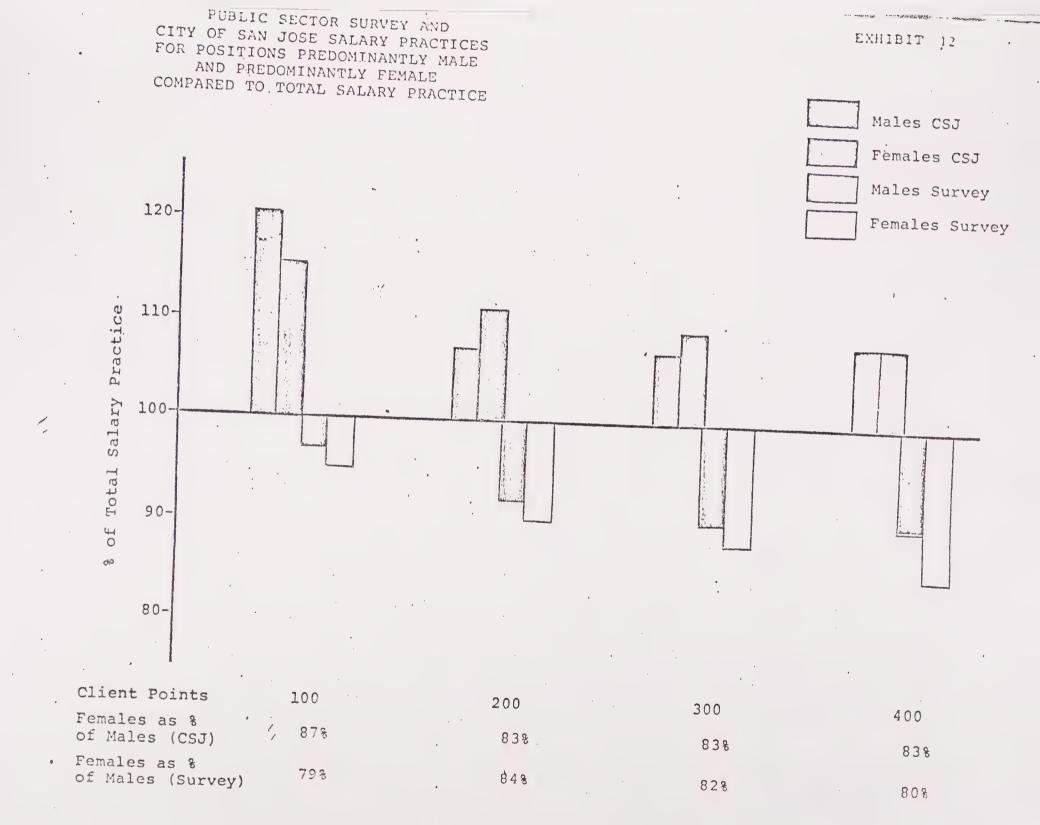


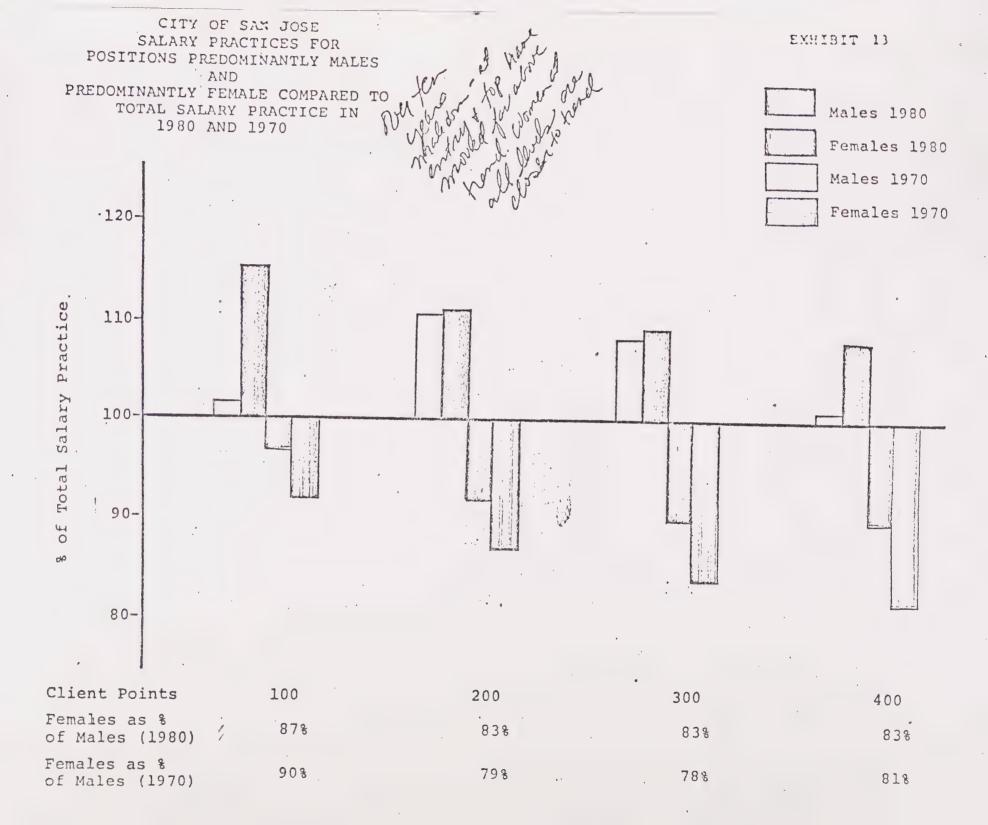


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#### SUMMARY

Overall, the City of San Jose pays slightly above average for non-management classes compared to similar jurisdictions.

There is significant dispersion around the general pay trend -1/3 of all classes are paid more than 15% above or below the overall pay trend.

For the City of San Jose and for similar jurisdictions, there are strong relationships between pay and

• type of work, i.e. occupation -

within the City - the highest paid occupational group is the skilled trades group - paid up to 38% above the overall trend . . - the lowest paid occupational group is the recreation group - paid up to 46% below the overall trend

for similar jurisdictions - the highest paid occupational group is the skilled trades group - paid up to 50% above the overall trend - the lowest paid occupational group is the library group - paid up to 31% below the overall trend (the data were insufficient for separate analysis of the recreation group)

• the extent of working conditions (physical effort, adverse environment and hazard) typical of the class -

within the City - the classes with medium and heavy working conditions are paid up to 20% above the overall trend - the classes with working conditions typical of an office are paid

- the classes with working conditions typical of an office are paid the same as the overall trend

for similar jurisdictions - the data were insufficient for separate
analysis

the predominant sex of individuals in the class -

within the City - female dominated classes are paid 2-10% below the overall trend

- ten years ago, female dominated classes were paid 8-18% below the overall trend
- male dominated classes are paid 8-15% above the overall trend
- ten years ago, male dominated classes were paid 1-11% above the overall trend

for similar jurisdictions - female dominated classes are paid 5-15% below
the overall trend

- male dominated classes are paid 5-21% above the overall trend.



APPENDIX



#### CITY OF SAN JOSE

## JOB GRADES - NON-MANAGEMENT CLASSES

CLASSES	JOB GRADE	JOB VALUES POINT RANGE	CONTROL POINT VALUE
Senior Chemist Senior Librarian	15 ·-	470 - 515	493
None .	14	426 - 469	448
Acquisition Librarian Associate Architect Associate Civil Engineer	13	384 - 425	405
Associate Electrical Engineer Associate Mechanical Engineer Information Systems Analyst Schior Planner			
Treasury Assistant	•		
Airport Maintenance Superintende Associate Landscape Architect Camp Manager Chemist	nt 12	344 - 383	364
City Nurse Electrical Foreman Fire Protection Engineer Librarian II	\$		. ·
Planner II Plant Shift Supervisor Public Education Coordinator			•
Accountant II Auditor II Civil Engineer II	11	306 - 343	325
Exhibit Designer-Builder Fire Master Mechanic Housing Rehabilitation Specialis	st		
Senior Buyer Senior Construction Inspector Senior Engineering Technician Staff Analyst II			
Statistical Analyst Supervising Building Construction Supervising Electrical Inspector Training Specialist	on Insp.		
· · · · · · · · · · · · · · · · · · ·			
Accounting Technician Associate Landscape Architect Bond Services Officer	1.0	271 - 305	288
nound pervices officet	\\		

CIASSES	JOB GRADE	POINT RANGE	POINT VALUE
Claims Investigator Civil Engineer I Community Gardening Coordinator Computer Operator Shift Supervisor Curator Eccuts Coordinator Librarian I Meighborhood Recreation Supervisor Party Chief Planner I Sanitary Engineer Senior Airport Security Police Officer Senior Programmer Analyst Senior Recreation Supervisor Staff Analyst I Supervising Mechanical Inspector Supervising Recreation Specialist	10	271 - 305	288
Workers Compensation Claims Adjustor			
Airport Maintenance Supervisor Assistant Fire Master Mechanic Associate Construction Associate Engineering Technician Building Construction Inspector Buyer Camp Nurse Communications Services Assistant Community Relations Representative Housing Sanitarian Irdustrial Waste Inpsector Instrument Repair Foreman Law Clerk	9	240 - 270	255
Nurse Principal Water System Technician Real Estate Agent II Secretary to the City Attorney Secretary to the City Manager Secretary to the Mayor Senior Air Conditioning Mechanic Senior Computer Operator Senior Electrician Senior Investigator-Collector Senior Library Assistant Senior Maintenance Worker Senior Plant Mechanic		•	

Senior Plant Operator

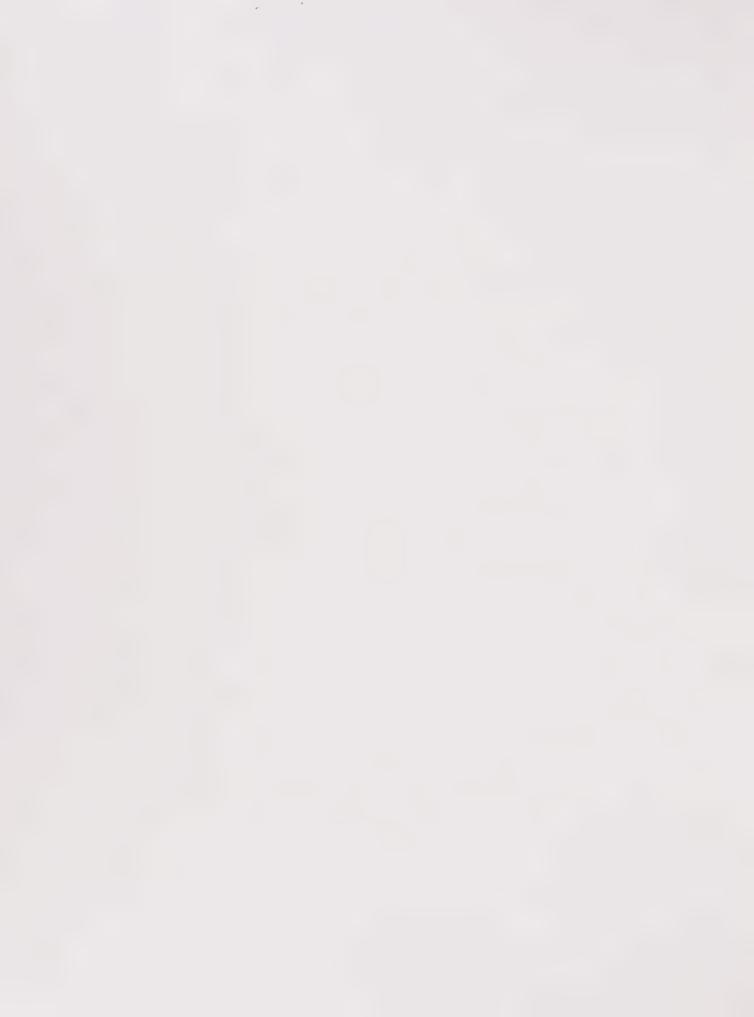
		JOB VALUES	CONTROL
CLASSES .	JOB GRADE	POINT RANGE	POINT VALUE
Accountant I	.8	213 - 239	226
Air Conditioning Mechanic	•		•
Aliport Security Police Officer	•		
City Council Secretary			
Electrical Inspector			
Electrician Machinist	• •	e	
Equipment Maintenance Machinist Equipment Services Supervisor			
Executive Secretary			• •
Tacility Crew Supervisor			
Graduate Recreation Intern			
Illustrator			
Library Assistant	۰	,	•
Light-Heavy Duty Equipment Mechanic			
Mechanical Inspector		•	
Metal Worker			
Parks Maintenance Coordinator II			
Planning Intern	•		
Plant Mechanic			
Principal Accounting Clerk	,		
Programmer Analyst II			
Real Estate Agent I .	•		•
Relocation Specialist II	••		
Schlor Carpenter			
Senior Heavy Diesel Equipment Operator-Mechanic			
Senior Legal Secretary			
Sonior Park Maintenance Repair Worker			
Senior Police Records Clerk			••
Staff Technician		•	
	•		
Market Notes of the State	~ :		
Airport Noise Specialist	/	189 - 212	201
Camp Recreation Director			
City Photographer	•		
Code Compliance Inspector			
Community Recreation Specialist		•	•
Concrete Refinisher			
Engineering Trainee			
Fish Technologist			
Craphic Artist		•	
Heavy Diesel Equipment Operator Mechanic	2 .	0	•
Housing Rehabilitation Technician			,
instrument Repair Technician			
Lagal Secretary			
Loan Officer			
Tainter Supervisor-Water Pollution			
Control Plant			
Tatks Mintenance Coordinator I			
7:unber		•	
Trincipal Clerk			
#Citramer Analyst I			
Factoation Center Supervisor	/ /		·

CLASSES	JOB GRADE	JOB VALUES POINT RANGE	CONTROL POINT VALUE
Fecreation Specialist Folocation Specialist I	7.	189 - 212	201
Senior Accounting Clerk			
Senior Painter Senior Planning Technician Staff Aide			
Storckeeper			
Airport Maintenance Worker II Athletic Stadium Groundskeeper	6	168 - 188	178
Audio-Visual Equipment Technician Camp Maintenance Worker			
Gardener -			• .
Greenskeeper Heavy Equipment Operator Industrial Waste Technician		• •	
Instrument Person			
Investigator-Collector			
Lab Technician II Latent Fingerpoint Examiner	•		
Legal Secretary Trainee	*		
Maintenance Worker II	• .	•	
Painter Pallution Control Plants			
Painter-Water Pollution Control Plant: Park Maintenance Repair Worker Plant Operator	• •		
Secretary		•	•
Senior Aircraft Refueler			••
Senior Library Clerk			•
Senior Offset Press Operator Senior Steno Clerk	•		•
Senior Telephone Operator			
Sanior Water System Technician			•
Sign Painter			
Stage Hand Swimming Pool Manager			
Tree Maintenance Lead Worker	6		
			•
Angrentice Courses TY	go "	3/0 3/3	
Apprentice Carpenter II Apprentice Electrician II	• 5	149 - 167	158
Computer Operator II	•	¢	
Ingineering Technician II			•
Examination Proctor Lab Technician I		•	
Park Panger			
Flanning Technician			
Tolice Records Clerk II			
Pange Master			•
Security Officer Sector Data Entry Operator			
Lenior Facility Attendant		·	
Malor Micro Processor Operator			
Tenior Police Property Clerk	//		

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			·

CLACSES	JOB GRADE	JOB VALUES POINT RANGE	CONTROL POINT VALUE
Senior Records Clerk Senior Recreation Leader Senior Recreation Leader-Teacher Senior Stock Clerk Senior Typist Clerk	r5	149 - 167	158
Accounting Clerk. II  Aircraft Refueler  Airport Maintenance Worker I  Airport Operations Clerk  Apprentice Carpenter I  Apprentice Electrician I  Assistant Heavy Diesel Equipment  Operator-Mechanic	4	132 - 148	140
Assistant Pool Manager Automotive Equipment Inspector Automotive Parts Worker Data Processing Control Clerk Dispatcher Groundskeeper Grounds Worker Instructor-Life Guard Maintenance Worker I			
Micro-Processor Operator Motorcycle Mechanic Park Ranger Trainee Public Information Specialist School Crossing Guard Coordinator Stenographer Clerk II Typist Clerk II Water System Technician		•	·-
Accounting Clerk I Apprentice Painter II Camp Clerk Camp Counselor Cashier Computer Operator I	3	117 - 131	124
Darkroom Technician Engineering Technician I: Equipment Operator Library Clerk Maintenance Assistant Offset Press Operator Flant Maintenance Attendant Plant Operator Trainee Felice Property Clerk II Folice Records Clerk I Typpetcer Fecreation Leader Sanior Custodian			

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CLASSES		JOB GRADE	JOB VALUES POINT RANGE	CONTROL POINT VALUE
finior Equipment Service franchischer Clerk I freet Sweeper Operator feliphone Operator fulfic Checker II Tark Clerk	Worker	,3	117 - 131	124
Apprentice Painter I Cata Entry Operator II Tydipment Service Worker Facility Attendant	•	· 2	104 - 116	110
Lifeguard Farking Control Checker Flanning Trainee Folice Property Clerk I. Facords Clerk Facreation Aide Stock Clerk			•	
Copy Machine Operator Custodian Data Entry Operator I		1	up to 103	98
Mail Clerk Messenger Clerk Page School Crossing Guard Svinning Pool Aide Traffic Checker I		•		To a
Typist Clerk I Vator Moter Reader				•

#### **APPENDIX**

## Data Codes

Şex

F - FEMALE H - BOTH

M - MALE N - NONE GIVEN

Working Conditions

YO - NONE, GENERAL OFFICE Y3 - MEDIUM

YI - VERY LIGHT Y4 - HEAVY

Y2 - LIGHT

## Job Families

Type of Jobs	<u>Includes Codes</u>	Summary Title Used In Coding List
Aircraft, Plant, Equipment, Building, Facilities, Inspec- tion & Mechanical Maintenance	C1, C2, C3, D1, D2, D3, D4, L1	Skilled Trades
Engineering & Environment	G1, G2, G3, G4, G5, G6, H1	Eng'g. & Environment
Purchasing & Stores	Rl, Wl	Purchasing & Stores
Planning & Speciality Services	01, V1	Planning & Speciality
Programming, Data Processing, & Office Machine Operation	Pl, Fl	Computer/Machines
Grounds Maintenance & Public Works	J1, J2, J3	Grounds & Pub. Works
Accounting, Admin- istration, Personnel & Social Specialists	Al, A2, Bl, B2, B3, B4, B5, N1, Ul	Clerical & Adminis.
Security	TI	Security
Library	K1, K2	Library

		•

# Job Families (Cont.)

Type of Jobs	<u>Includes Codes</u>	In Coding List
Recreation	S1, S2	Recreation
Medical	MI	Medical
Entry Level	El, Ql	Entry Level
Fire	II, I2, I3	Fire



			Code	ນ	
11/14/20 PAGE 1		<i>a</i> )	ond.	Poin	
CURRENT PAY TREND ALL FULL-TIME JOBS		Te x Code	ing co	e p c CURRENT	T'
POSITION	Job Family	Code	Working	SALARY SALARY	1
SENIOR CHEMIST SENIOR LIBRARIAN ACQUISITION LIBRARIAN ASSOCIATE ARCHITECT ASSOCIATE CIVIL ENGINEER	Eng'g&Environment Library Library Eng!g&Environment	H1 H K2 F K2 F G2 M G1 M	Y1 Y0 -Y0 Y0 Y0	493144 1,119 493 1074 898 405 1,072 405 1,072	
ASSOCIATE ELECTRICAL ENGINEER ASSOCIATE MECHANICAL ENGINEER INFORMATION SYSTEMS ANALYST SENIOR PLANNER TREASURY ASSISTANT	Computer/Machines Op Planning&Specialty Clerical&Adminis.	Gl M Gl M Pl H Ol M A2 N	Y 0 Y 0	405 405 1,072 405 1,210 405 1,130 405 1,210	)
ASSOCIATE LANDSCAPE ARCHITECT CHUMIST CITY NURSE ELECTRICAL FOREMAN	Eng'g.&Environment Medical Skilled Trades	G2 M Hl H -Ml-F- D3 M	Yl	364 + 0761,072 364 1,020 364 1,168	) }
FIRE PROTECTION ENGINEER LIBRARIAN II PLANNER II PLANT SHIFT SUPERVISOR PUBLIC EDUCATION COORDINATOR	Eng'g&Environment Library -Planning&Specialty- Skilled Trades Clerical & Adminis.	Gl M K2 F Ol M C2 M Nl F	Y0 Y0 Y0 Y0	364 1,072 364 818 364 986 364 1,114 364 860	3 5 4
ACCOUNTANT II AUDITOR II CIVIL ENGINEER II EXHIBIT DESIGNER-BUILDER TIRE MASTER MECHANIC	Clerical & Adminis.  Eng'g. & Environment Skilled Trades Fire	Gl M D2 M	Y0 Y0	272. B T 1040	4 3 0
MOUSING REHABILITATION SPECIAL FINIOR BUYER SINIOR CONSTRUCTION INSPECTOR FINIOR ENGINEERING TECHNICIAN STAFF ANALYST II	Purchasing & Stores Engig. & Environment	Rl M	Y0 Y2 Y2	325 1,186 325 986 325 96 325 1,00	6 7 7
TATISTICAL ANALYST THERVISING ELECTRICAL INSPECT THAT BUILDING (CONSTR.) INSP TRAINING SPECIALIST ACCOUNTING TECHNICIAN	ITTE CITE IN TO THE	N1 H D4 M D4 M N1 H A1 F	Y2 Y2 Y0	325 1,03 325 1,10 325 1,10 325 80 288 7 7 73	12

CURRENT PAY TREND ALL FULL-TIME JOBS  CURRENT PAY TREND ALL FULL-TIME JOBS  COUNTY  POSITION  Job Family  COUNTY  ASSISTANT LANDSCAPE ARCHITECT ASSOCIATE LANDSCAPE ARCHITECT CIVIL ENGINEER 1  CLAIMS INVESTIGATOR COMMUNITY GARDENING COORDINATOR  COMMUNITY GARDENING COORDINATOR  COMPUTER OPERATOR SHIFT SUPY. COMPUTER OPERATOR SHIPT SUPPRISOR SHIPT SUPPRISOR SUPPRISOR SHIPT SUPPRISOR SUPPRISOR SHIPT SUPPRISOR SUPPRISOR SHIPT SUPPRISO	مته سور	Approved the second section of the second section of the second section sectin				Code	t s		
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ASSOCIATE LANDSCAPE ARCHITECT ( G2 M Y0 288 1, 27 CIVIL ENGINEER I ( G3 M Y0 288 28 1, 28 CLAIMS INVESTIGATOR CLAIMS INVESTIGATOR CLAIMS INVESTIGATOR COMMUNITY GARDENING COORDINATOR GROUNDSEPUD.WorksJ3 M Y0 288 82 CAMUSITY GARDENING COORDINATOR GROUNDSEPUD.WorksJ3 M Y0 288 82 COMMUNITY GARDENING COORDINATOR GROUNDSEPUD.WORKSJ3 M Y0 288 71 COMPUTER OPERATION SUPERVISOR Recreation S2 F Y0 288 71 COMPUTER OF THE WORKSJ3 M Y0 288 82 COMPUTER OF THE WORKSJ3 M Y0 288 83 COMPUTER OF THE WORKSJ3 M Y0 288 84 COMPUTER OF THE WORKSJ3 M Y0 288 84 COMPUTER OF THE WORKSJ3 M Y0 288 84 COMPUTER OF THE WORKSJ3 M Y0 288 85 COMPUTER OF THE WORKSJ3 M Y0 288 72 COMPUTER OF THE WORKSJ3 M Y0 285 74 COMPUTER OF THE WORKSJ3 M Y0 288 74 COMPUTER OF THE W		POSITION	Job Family .	C1		Worki	qo	SALA	ARY
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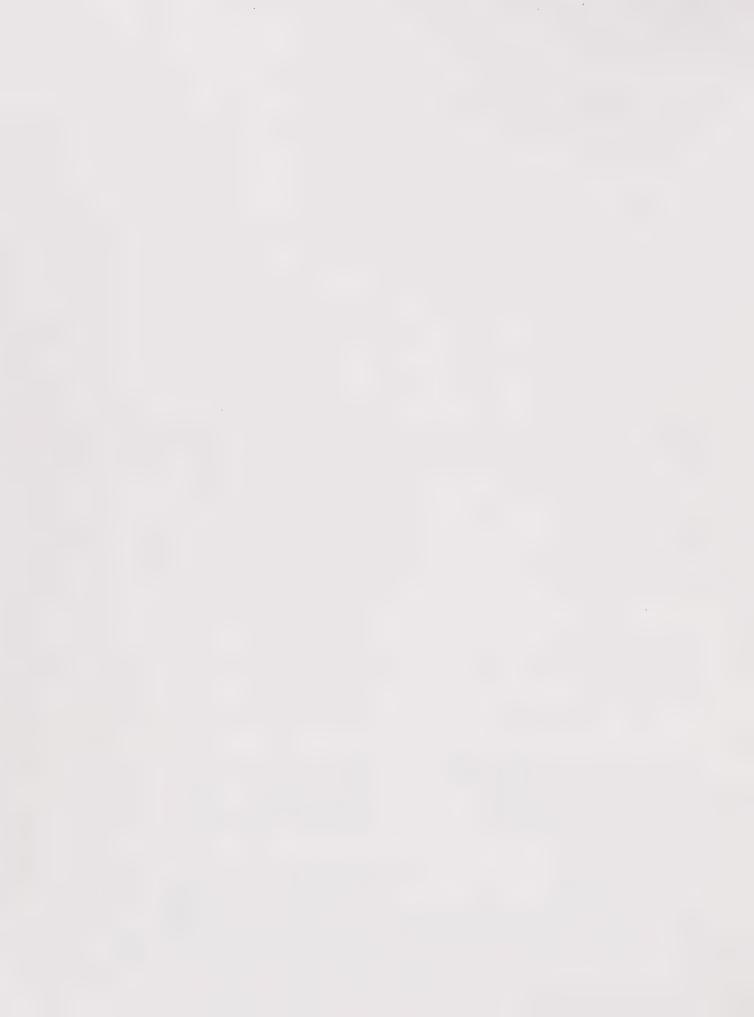
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	STERIOGRAPHER CLERK II	Clerical & Adm.	Bl		Y0	140	585	
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